

SECRET

Procedures and Flow of Actions in Employees Division

STAFF EMPLOYEES

Personnel Action Requests for appointment, transfer, reassignment, promotion, and resignation will be prepared in 3 copies on Form 37-3 and 4 copies on tissue for departmental employees and Form 37-1 on field employees and those departmental employees paid from Confidential Funds. One copy of standard Form 57, Application for Federal Employment, and 3 copies of CIA Form 38-1, Personal History Statement should accompany all appointment actions.

Personnel Action Requests will flow through the following organizational units of the Employees Division for processing as follows:

- (1) Transactions and Records Branch: for position control review of the action as to existence of an appropriate T/O slot, initiation of security request, testing, and other related aspects;
- (2) Classification and Wage Administration Branch: for review of the existence of an appropriate established position of the type and level requested in the case of appointment, transfer, reassignment, and demotion actions; in the case of promotion actions, for audit, review, and evaluation of the level and type of work being performed. (Promotion actions covering field employees in particular, should include a detailed statement of the duties and responsibilities being performed to enable the evaluation of the appropriate level involved. This statement should be prepared either by the employee or supervisory personnel familiar with the assignment;)
- (3) Procurement and Placement Branch: for review of qualifications, test results, assessment reports, and related factors affecting the assignment of the employee to the position;
- (4) Office of the Chief, Employees Division, for final review and approval by the appropriate appointing authority.

STAFF AGENTS

Personnel Action Requests (Form 37-1) for appointment, transfer, reassignment, promotion, and resignation for Staff Agents will be prepared in pseudonym. On appointment cases, in addition to the Form No. 37-1, there will be required 1 copy SF Form 57 and 3 copies CIA Form No. 38-1 or 3 copies of white background information sheets.

- (1) Overseas Branch: for conversion of records from true name to pseudonym, including the transfer of security records and assignment of case numbers; for determination as to the appropriate Staff or Project T/O vacancy and posting by case number to Position Inventory;
- (2) Classification and Wage Administration Branch: for review of the existence of an appropriate position of the type and level requested in the case of appointment, transfer, reassignment and demotion actions; in the case of promotion actions, for audit and evaluation of the level and type of work being performed.

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Promotion actions should include a detailed statement of the duties and responsibilities being performed to enable the evaluation of the appropriate level involved. This statement should be prepared either by the employee or supervisory personnel familiar with the assignment;

(3) ~~Procurement and Placement Branch~~; for review of qualifications, test results, assessment reports, and related factors affecting the assignment of the employee to the position;

(4) Office of the Chief, Employees Division, for final review and approval by the appropriate appointing authority.

CAREER AGENTS

Career Agent actions involving performance of duties and responsibilities included or closely related to field station or project T/O functions are coordinated with Classification and Wage Administration Branch and posted by Case Number on the Position Inventory upon appropriate notification by the

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AGENTS

Agents not performing functional duties and responsibilities included in field station or project T/O do not require action by the Employees Division.

CONSULTANTS

Overt Consultant Personnel Action Requests will be prepared on Forms 37-3 or 37-1 as appropriate and will be processed in the same manner as the Staff Employee category cited above.

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Covert Consultants will be processed through the ~~in the same manner as the Agent category cited above.~~

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DETAIL PERSONNEL

Overt details require the preparation of a Form 37-1 or 37-3 as appropriate, including the appropriate T/O slot and will be processed in the same manner as the Staff Employee category cited above.

COVERT DETAILS

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Case numbers of Covert Details will be forwarded to Transaction and Records Branch, including the appropriate project or field T/O slot number for posting to the Position Inventory and will be coordinated with the Classification and Wage Administration Branch and notification of other appropriate units of CIA.

MISCELLANEOUS

No action is required by Employees Division on this category.

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